

## PUBLIC USE OF MEETING ROOM

### I. PURPOSE

The Library's meeting room is designed primarily to meet the operational needs of the Library and provide accommodations for educational, informational, cultural and civic functions of the Warrenville community. This policy addresses use of the large meeting room which can be divided into two smaller meeting rooms.

### II. PRIORITIES FOR USE & PROHIBITED USES

- A. Library sponsored or co-sponsored
- B. Organizations of which the Library is a member
- C. Governmental entities serving the Warrenville community
- D. Warrenville Library cardholders
- E. All other organizations

Reservations are not accepted for social or private functions. Admission fees, sales, solicitation and promotion of a specific product/service are prohibited.

### III. RESERVATIONS & SCHEDULING

- A. There is no fee for the use of the meeting room and included equipment. Fees are assessed for optional equipment and services.
- B. Reservations are accepted according to the following schedule.

For organizations of which the Library is a member, governmental entities serving the Warrenville community and Warrenville Library cardholders reservations are accepted no more than 90 days in advance of a reservation date and a minimum of one week prior to the reservation date.

For all other organizations reservations are accepted no more than 60 days in advance of a reservation date and a minimum of one week prior to the reservation date.

- C. Reservations must be made by an adult (18 years or older). This individual will be the contact person for the reservation and will be the only person authorized to make changes to the reservation including cancellation. This individual will be required to present his or her library card or photo I.D. to gain entry to the room on the date of the reservation. The individual who submits the reservation application is obligated to be present throughout the reservation and to ensure that participants comply with the rules and restrictions outlined in this policy.

An **organization** may authorize up to 3 individuals to sign in to a meeting room on the date of a reservation by submitting a letter of authorization which includes up to three individuals' names. The letter must be signed by the president of the organization's governing board. A certificate of liability insurance naming the Warrenville Public Library District as additional insured must accompany the letter. An organization may update the list of authorized individuals no more than twice in a calendar year.

E. Reservations are considered tentative until the application is received, approved and confirmed by the Library Director or designee. Reservations will be confirmed within 5 business days.

F. The meeting room may be reserved for the following days and times:

Monday through Thursday: 10 a.m. – 8:30 p.m.

Friday: 10 a.m. – 6:30 p.m.

Saturday: 10 a.m. – 4:30 p.m.

Reservations are scheduled in half-hour increments beginning at the top or bottom of each hour.

The duration of a reservation must include the appropriate amount of time for all activities including set up and clean up.

The meeting room is not available on days the Library is closed.

Meetings sponsored or co-sponsored by the Library, may extend beyond public service hours, given the presence of an authorized staff member.

G. Limit one reservation per organization per month.

H. Reservations are not transferable.

#### IV. ENDORSEMENT

Use of the meeting room by organizations other than the Library does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Any publicity announcing or advertising an event or meeting in the Library's meeting room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

The Library logo may not be used on any advertisement or posting without the approval of the Library Director or designee.

V. EQUAL OPPORTUNITY & ADA ACCOMMODATIONS

Organizations must open their meetings to the general public.

Activities taking place in the meeting room must not be closed to any person due to age, gender, race, religion, national origin, sexual orientation, disabling condition or any other legally protected category.

It is the sole responsibility of the organization using the room to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Costs associated with compliance are the organization's responsibility.

VI. ROOM CAPACITIES, EQUIPMENT & AMENITIES

The meeting rooms are for use by groups of 5 or more people. (Study rooms are available for smaller groups.)

OPTIONAL EQUIPMENT & SERVICES

The following equipment and services are available for any meeting room. Request must be made at time of reservation and fees must be paid within 5 days of reservation confirmation, but no later than 3 business days prior to the reservation. Subject to availability. Fees will not apply to government entities or organizations of which the Library is a member.

- Table & Chair setup and take down      Flat Fee of \$50
  
- Audio Visual Package  
Includes any combination of the following: Podium with microphone, Projector and Projection screen, DVD player, Laptop computer, plus technical support.
  - Up to 3 hours - \$75                      3 to 6 hours - \$150
  - 6 to 9 hours - \$200                      More than 9 hours \$250

EAST & WEST ROOM COMBINED

Maximum "Gathering" Capacity (no tables or chairs): 125 persons



Classroom – 24 persons



Square Discussion – 28 persons



U-shape Discussion – 22 persons



Auditorium – 84 persons

Included Equipment & Amenities:

- 12 Tables
- 84 Chairs
- Easel (user supplies paper, markers)
- Whiteboard, markers and eraser
- Wireless Internet
- Kitchenette with sink, mini-fridge



EAST ROOM CAPACITIES & INCLUDED EQUIPMENT

Maximum "Gathering" Capacity (no tables or chairs): 55 persons



Classroom – 8 persons



Square Discussion – 12 persons

Included Equipment & Amenities:

4 Tables

22 Chairs

Easel (user supplies paper, markers)

Whiteboard, markers and eraser

Wireless Internet



Auditorium – 22 persons

## WEST ROOM CAPACITIES & INCLUDED EQUIPMENT

Maximum "Gathering" Capacity (no tables or chairs): 70 persons



Classroom – 16 persons



Square Discussion – 20 persons



U-shape Discussion – 18 persons



Auditorium – 42 persons

### Included Equipment & Amenities:

8 Tables

42 Chairs

Easel (user supplies paper, markers)

Whiteboard, markers and eraser

Wireless Internet

Kitchenette with sink, mini-fridge



## VII. CANCELLATIONS & REFUNDS

- A. Cancellations will be accepted from the original applicant only. Refunds will be made only if the notice of cancellation is received no later than three business days prior to the reservation.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather-related emergency. A full refund will be issued.
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations. No refunds will be issued.

## VIII. FOOD & BEVERAGES

- A. Covered beverages are permitted with the following exceptions:
  - Red or purple beverages
  - Alcohol
- B. Simple refreshments or snacks (ex. fruit, cookies, crackers) may be served in the meeting room.
- C. Simple boxed lunches or cold catered or prepared food are permitted, but not meals of a more elaborate nature.
- D. Cooking and/or use of heating elements is prohibited except for directly supervised Library programs.
- E. Food may not be taken out of the meeting rooms. Covered beverages are permitted throughout the Library.

## IX. OTHER RULES & RESTRICTIONS

- A. The meeting room must be left clean and orderly.
- B. Organizations may not use the Library's mailing address, phone number, etc. for ongoing operational activities.
- C. Children (17 years and under) must be directly and continuously supervised by an adult (18 year or older) who will assume responsibility for the group's activities.
- D. Tables and chairs must be returned to their original locations unless the organization has paid in advance for setup and take down.
- E. Open flames or candles are prohibited.

- F. Use of glue, paint and glitter is prohibited except for directly supervised Library programs. Organizations must use reasonable caution, including covering table surfaces, for activities that may cause damage.
- G. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors. No signs or posters pertaining to a non-Library-sponsored meeting may be posted on Library property other than on the Library's Community Bulletin Board.
- H. The Library is not responsible for the loss of or damage to any equipment or material owned or rented by an organization.
- I. The Library does not provide any special accommodations to groups using the meeting room such as parking, service to carry supplies or equipment, refreshments, storage space, office supplies or photocopies. All groups must provide their own support for preparation and clean-up.
- J. All use of the meeting room must be in compliance with Library policies including, but not limited to the Library Use Policy (Policy No. 320).
- K. The meeting room applicant and the group or organization shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Damages and/or cleanup costs will be billed at a rate equal to the actual cost plus 20% with a 1 hour minimum for labor.
- L. The Library Director or designee will notify the applicant in writing of any violations of the meeting room regulations.
- M. Permission to use the meeting room may be withheld from groups that have:
  - Damaged the room, furnishings or equipment
  - Violated a Library policy
  - Cancelled three reservations in a 12-month period (includes no-shows)
  - Failed to vacate the premises in a timely manner
  - Failed to pay fees assessed for meeting room damages or cleanup costs

X. APPEALS PROCESS

A group or organization which has been denied permission to use the meeting room may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven business days before such Board Meeting.



## XI. AMENDMENTS AND REVISIONS

The Board of Trustees of the Warrenville Public Library District will review this policy and its regulations periodically and reserves the right to amend them at any time.

### Policy Revision Log

Revised 9/20/17, effective 10/15/17

Revised 6/21/17, effective 7/1/17

Revised 8/1/16, effective immediately

Revised 5/27/15, effective 6/1/15

Revised 3/12/12, effective 4/1/12

Amended 4/18/07

Revised and Amended 9/17/03